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James A. Carder
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MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: January 20, 2004
RE: FAIT FY 05 Table Upload Memo

For FY 05 Federal Aid Inference (FAIT) table set up, agencies have two options. An agency can elect to input the FY 05 FAIT data directly into SAM II Financial or prepare a file and submit the file through File Transfer Protocol (FTP).

If your agency had FY 04 FAIT table entries and your agency wants to upload the FY 05 entries, your agency may obtain the FY 04 entries from the Data Warehouse Ref_Fed_Aid_Infer table. The information that is to be established for FY 05 will need to be sent through FTP in the file layout that is on the SAM II Financial Web Site under Interface Information, Agency Interface Specifications, Grants.

The FAIT table interface layout can be used for sending test files immediately. Once your agency test files are approved by OA/Information Services then you can submit your file to run in update mode. The file to be ran in update mode must be submitted to the Office of Administration on or before Monday, June 28, 2004 prior to 5:00 p.m. The FAIT table file will be uploaded prior to the system being available for new fiscal year processing. Please note that any additional FAIT table entries or updates needed after June 28, 2004, 5:00 p.m., will need to be entered by agencies online. The upload using this FTP process will only be ran annually.

Report OFN016C1 entitled "FAIT Table Load Warnings & Errors" will be posted to MOBIUS after the upload of the FAIT table to assist you in identifying the FAIT entries that did receive warning and error messages. The MOBIUS retention period for this report will be 12 months. We encourage you to review this report and correct any warnings and errors to prevent error messages on documents that are processed in FY 05. If an entry on the file your agency submits to us rejects and does not post to the FY 05 REPV table, then your agency will need to enter the FY 05 REPV table entry directly into SAMII.

If you setup a **new** FAIT table entry on the file to be sent FTP for FY 05, please ensure that you enter an associated reporting category on the Reporting Category (RPTG) table. RPTG table entries will not be uploaded by OA. Remember that documents entered with a Reporting Category are referenced against the FAIT table. When coding a reporting category on a purchase order document or on a payment document, the user will receive an error message if the reporting category is not valid on FAIT. The reporting category does not have to be valid on RPTG to be referenced on a purchase order document, a payment document, or a FAIT entry. Deleting reporting category records from RPTG will not prevent encumbrances or expenditures from processing against the grant. However, when querying the Data Warehouse if the user joins to the REF_REPORT_CAT table to retrieve the reporting category name, it is possible that not all records would be retrieved if the reporting category for some of the records has not been added to RPTG.

To minimize document-processing errors associated with the Agency Federal Aid Inquiry 1 of 2 (AGFA) and Federal Aid Budget Line Inquiry (FBLT) entries, please ensure there are AGFA and FBLT entries for all FY 05 FAIT items. If AGFA and/or FBLT entries are missing, you will receive the error message HFL6E FAIT ENTRY MISSING when completing a payment document. Even though the error message generated is directing you to the FAIT table, in some cases the entry will need to be made on the AGFA and FBLT tables.

The change to submit files through FTP will eliminate spreadsheets and provide for the automated transmission of the data.

The agency technical staff may contact OA/Division of Information Services at 573-522-1500 (option 1 for Financial) regarding the procedure to set up the FTP.

Please distribute this information to all applicable staff in your agency. If you have any questions, please contact your Agency Customer Service Coordinator (ACSC). Your ACSC will contact OA/Division of Accounting Agency Customer Service desk if necessary.